



# Job Description

## Lifeguard/Instructor

## **IDENTIFICATION**

**Job Title: Lifeguard/Instructor    Supervisor's Job: Aquatics Supervisor**

**Job Status: Permanent Full Time RI – 40hrs per week**

**Location: Midnight Sun Complex**

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Lifeguard/Instructor is responsible for administering activities at the swimming pool in order to provide quality swimming programs and services.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Lifeguard/Instructor reports to the Aquatics Supervisor and is responsible for the supervision and administration of the swimming pool. The incumbent is also responsible for preparing and maintaining a learning environment suitable to the abilities, interests, and needs of the residents of the community.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1.     Plan and deliver pool programs and pool use to ensure maximum benefit of the facility for residents of the community by:
  - Assisting in the development of pool related activities
  - Developing swim activities to meet local needs
  - Encouraging involvement in regional, territorial and provincial swim meets
  - Participating in the community relations campaign to promote pool programs
  - Promoting water safety at all times
  - Greeting and assisting users in a courteous manner
  
2.     Administer pool programs to assist the Aquatics Supervisor in ensuring budgets and records are maintained in an accurate and timely manner by:
  - Collecting revenues and fees
  - Preparing monthly usage reports
  - Maintaining office files
  - Ensuring the Reception Area, Pool Deck and Pool Staff areas are kept clean and organized

- Providing receptionist services from time to time when needed

3. Maintain the facility to ensure the swimming pool is safe and clean by:

- Taking water quality samples daily
- Making adjustments to chlorine levels as required
- Ensuring lobby, changes rooms and deck area are clean
- Inspecting facilities daily to ensure safety standards are maintained

4. Perform guarding and instruction duties by:

- Teaching swimming lessons
- Acting as lifeguard
- Setting up and instructing lessons for school groups

6. Perform other duties as required that are directly related to the major responsibilities of the position

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent must have proficient knowledge in the following areas:

- ✓ life guarding and swimming instruction
- ✓ swimming pool administration
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR

The incumbent must have and/or maintain the following Certifications:

- ✓ National Lifeguard Service Award (NLS) Certificate
- ✓ Standard First Aid and CPR "C"
- ✓ Water Safety Instructor (WSI) Certificate
- ✓ Lifesaving Instructor/Examiner (LSI) Certificate
- ✓ NLS Instructor Examiner (Preferred but not necessary)

- ✓ Pool Operator 1&2 (Preferred but not necessary)
- ✓ NCCP Coaching Certification or Equivalent (Preferred but not necessary)
- ✓ Aqua Fit Instructor Certification from a recognized National/Territorial governing association

The incumbent must demonstrate the following skills:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>✓ team leadership and management skills</li> <li>✓ supervisory skills</li> <li>✓ decision making skills</li> <li>✓ effective verbal and listening communication skills</li> <li>✓ effective communication skills</li> </ul> | <ul style="list-style-type: none"> <li>✓ effective public relations skills</li> <li>✓ research and program development skills</li> <li>✓ stress management skills</li> <li>✓ time management skills</li> </ul> |
|--|--|

The incumbent must also demonstrate the following personal attributes:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ maintain standards of conduct</li> <li>✓ be respectful</li> <li>✓ possess cultural awareness and sensitivity</li> <li>✓ be flexible</li> </ul> | <ul style="list-style-type: none"> <li>✓ demonstrate dedication</li> <li>✓ demonstrate sound work ethics</li> <li>✓ be consistent and fair</li> </ul> |
|---|---|

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Lifeguard/Instructor is expected to supervise, oversee and monitor swimming programs. He/she will be expected to lift, carry and manage equipment and supplies and may be required to practice lifesaving techniques. He/she is expected to perform guarding and instructor duties. The Lifeguard/Instructor will be participating in and leading strenuous physical activities.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Lifeguard/Instructor may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Lifeguard/Instructor must be prepared to deal with injuries and accidents. He/she must also handle various chemicals including chlorine.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. He/she must also handle various chemicals such as chlorine, which have powerful odors.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Lifeguard/Instructor may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

## CERTIFICATION

<hr/>		<hr/>	
Employee Signature		Supervisor's Title	
<hr/>		<hr/>	
Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
<hr/>			
Senior Administrative Officer's Signature		Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.			

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.